



DEPARTMENT OF THE NAVY
NAVY ENVIRONMENTAL HEALTH CENTER
620 JOHN PAUL JONES CIRCLE SUITE 1100
PORTSMOUTH VA 23708-2103

NAVENVIRHLTHCENINST 6100.IC
PH

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NAVENVIRHLTHCEN INSTRUCTION 6100. IC

Subj: HEALTH PROMOTION PROGRAM

Ref: (a) OPNAVINST 6100.2
(b) OPNAVINST 6110. 1G
(c) OCPMINST 12792.4
(d) DOD DIRECTIVE 1010.10
(e) PRESIDENT'S MEMORANDUM, "PREVENTIVE HEALTH SERVICES AT THE
FEDERAL WORKPLACE," OF 4 JAN 01
(f) SECNAVINST 5100.13C

Encl: (1) The Physical Activity Readiness Questionnaire

1. Purpose. To standardize implementation of the Health Promotion Program at Navy Environmental Health Center (NAVENVIRHLTHCEN), Portsmouth, Virginia, and throughout all Echelon 4 field activities.

2. Cancellation. NAVENVIRHLTHCENINST 6100.1B.

3. Scope. This instruction applies to all military and civil service personnel assigned to the Navy Environmental Health Center and its field activities. It is not applicable to individuals performing work in a contractor position.

4. Background. Per reference (a), half of all deaths and illnesses in the United States relate directly to unhealthy lifestyle habits, primarily poor diet, lack of exercise, alcohol abuse, tobacco use and unmanaged stress. The goal of any health promotion program is to improve and maintain the highest levels of corporate productivity by identifying and reducing health risks and accommodating any disabilities.

5. Policy. NAVENVIRHLTHCEN will provide staff members with a comprehensive wellness program based on current medical evidence and employee needs and interests. The program will be a multi-faceted compilation of command-sponsored individual and organizational health awareness campaigns and interventions designed to improve or protect health and optimize employee work performance. Each staff member will be given the opportunity to assess his or her own health status annually by completing the online anonymous Fleet Health Risk Appraisal (HRA), and will be offered the opportunity to learn about healthy lifestyle habits and behaviors that positively affect their health. All civil service employees participating in the Command Health Promotion Program are also encouraged to complete the Physical Activity Readiness Questionnaire (PAR-Q), enclosure (1), annually and should consult with their primary care provider before starting a new vigorous exercise program or if they have health concerns identified after completing the PAR-Q.

a. Command sponsored health promotion programs are defined as awareness, education, motivational and intervention level programs designed to maintain and or improve employee

health. Sample programs may include providing influenza vaccine; programs, classes or individual counseling that address tobacco cessation, stress management, weight management, nutrition education, injury prevention, alcohol and drug abuse prevention; participation in individual exercise programs at Naval Medical Center Portsmouth (NMCP) physical fitness facilities or other areas within the command compound; cancer and other health screenings, such as those for cholesterol, blood pressure, or blood sugar level for diabetes.

b. To effect this policy, the Commanding Officer, will establish a multidisciplinary Health Promotion (HP) committee. The committee shall consist of a representative from each directorate, the Health Promotion Program Coordinator, the Command Fitness Leader, the Drug and Alcohol Program Advisor, the Safety Officer, a representative from the command Morale Welfare Recreation/Quality of Life (MWR/QOL) committee, and a command epidemiologist.

c. Military staff members are expected to meet established standards of physical readiness and body weight requirements as delineated in reference (b). They shall participate in a minimum of three exercise sessions per week of moderate and moderately high intensity physical conditioning of at least 40 minutes in length, exclusive of lunch periods, to allow for proper warm-up and cool-down and consist of at least 20-30 minutes of continuous aerobic activity. In addition, military personnel are strongly encouraged to participate in all command-sponsored health promotion activities.

d. Civil service personnel also are encouraged to pursue an optimal level of personal wellness through participation in command-sponsored health promotion activities. Consistent with reference (c), civil service personnel are authorized up to three hours per week (non-accumulative) duty time, when requested by the employee and approved by the supervisor, for participation in command-sponsored health promotion activities as listed in section 5 (a).

e. However, programs or activities conducted off the command compound are not considered a command sponsored activity. In such cases, excused absence will not be granted to allow a civilian employee to participate in an individual exercise program. To the extent that is practical, a civilian employee's request for work schedule and leave adjustment (use of credit hours or annual leave) may be accommodated in order to allow the employee to participate in an individual exercise program that does not meet this criteria.

f. During Temporary Additional Duty (TAD) periods, physical conditioning shall be performed in accordance with the guidance above and scheduled in such a manner that it does not conflict with the mission of the temporary duty. Any expenses associated with TAD conditioning activities are the responsibility of the traveler.

6. Responsibilities.

a. NAVENVIRHLTHCEN Commanding Officer shall:

(1) Appoint a Health Promotion Program Coordinator.

(2) Set a personal example through active participation in wellness activities and adapting healthy lifestyle choices.

(3) Ensure that programs are established in compliance with this instruction and with guidance and/or directions from higher-level authorities.

(4) Appoint, in writing, all individuals selected for membership on the command Health Promotion Committee.

(5) Support all NAVENVIRHLTHCEN personnel's participation in command-sponsored health promotion program activities by granting a limited amount of excused absence in increments of 59 minutes or less per absence but no more than 3 hours per week, to employees who participate in command-sponsored health promotion program activities, in accordance with guidelines set forth in reference (c).

b. Echelon 4 Commanding Officers and Officers in Charge shall:

(1) Appoint a Health Promotion Program Coordinator and ensures that the Coordinator works in conjunction with the NAVENVIRHLTHCEN Command Health Promotion Program Coordinator in providing echelon staff members with a comprehensive wellness program based on current medical evidence and employee needs and interests.

(2) Set a personal example through active participation in wellness activities and adopting healthy lifestyle choices.

(3) Ensure that programs are established in compliance with this instruction and with guidance and/or directions from higher-level authorities.

(4) Support all personnel's participation in command-sponsored health promotion program activities by granting a limited amount of excused absence in increments of 59 minutes or less per absence, but no more than 3 hours per week, to employees who participate in command-sponsored health promotion program activities, in accordance with guidelines set forth in reference (c).

c. The Command Health Promotion Program Coordinator shall:

(1) Coordinate a comprehensive, systematic approach to health promotion through state-of-the-art, need and interest-based awareness, education/motivation, and intervention activities developed through ongoing interactions with members of the Health Promotion Committee at NAVENVIRHLTHCEN and Echelon 4 Health Promotion Program Coordinators.

(2) Evaluate the command health promotion program activities and provide a status report to the command Executive Directors and Board of Directors, as appropriate.

(3) Act as a liaison between NAVENVIRHLTHCEN staff and other military and

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community resources for issues related to the health of NAVENVIRHLTHCEN personnel.

(4) Chair the NAVENVIRHLTHCEN Health Promotion Committee.

(5) Cooperate, as needed, with the Command Fitness Leader, Drug and Alcohol Program Advisor, Safety Officer, MWR/QOL Committee, Echelon 4 Command Health Promotion Program Coordinators, and other offices and directorates to promote the health of all NAVENVIRHLTHCEN personnel.

(6) Recruit individuals who are committed and health-conscious for membership on the Health Promotion Committee.

d. Echelon 4 Health Promotion Program Coordinator shall:

(1) Act as a liaison between the NAVENVIRHLTHCEN Command Health Promotion Coordinator and the Echelon 4 staff in offering a comprehensive health promotion program through state-of-the-art, need and interest-based awareness, education/motivation, and intervention activities to promote the health of all Echelon 4 personnel.

(2) Evaluate the Echelon 4 Health Promotion program activities and provide a status report semi-annually to the Command Health Promotion Coordinator for inclusion in reports to the Executive Steering Committee and Board of Directors as appropriate.

e. Health Promotion Committee members shall:

(1) Work with the Command Health Promotion Program Coordinator in conducting a comprehensive Health Promotion Program that supports the achievement of the Department of Health and Human Services' Healthy People 2010 Goals and Objectives, placing special emphasis on the Leading Health Indicators, as listed in reference (d), which include:

- (a) Tobacco Use
- (b) Physical Activity
- (c) Overweight and Obesity
- (d) Responsible Sexual Behavior
- (e) Mental Health
- (g) Substance Abuse
- (h) Environmental Quality
- (i) Injury and Violence
- (j) Immunizations
- (k) Access to Health Care

(2) Attend or send an alternate to all Health Promotion Committee meetings called by the chairperson.

(3) Serve as liaison between the committee and the personnel in their directorate for on-

going, two-way communication concerning health promotion activities.

(4) Actively participate in developing, executing and assessing health promotion initiatives conducted at the command.

f. Supervisors shall:

(1) Recognize that employee participation is voluntary, but ensure that employees are allowed to participate in program activities at a level commensurate with workload and staffing requirements.

(2) Work with employees to determine and control employee participation in program activities and account for the employee's time in participating in program activities, in accordance with guidelines established by this instruction. Authorized employee's duty time shall be documented on the employee's time card, utilizing the designated Job Order Number for the Command Health Promotion Program. Supervisors may revoke participation if any abuses are noted and not corrected immediately.

(3) Administratively adjudicate Federal Employees' Compensation Act (FECA) claims filed by civil service employees injured as a result of an approved physical conditioning program in accordance with any applicable directives. All FECA claims filed as a result of participation in a health and wellness program are subject to final adjudication and decision as to coverage and benefit amounts by the Office Workers' Compensation Programs (OWCP) at the Department of Labor. An employee who has been granted work duty-time to participate in any health promotion activities as described in section 5 (a) of this instruction is in a duty status and therefore, covered by FECA benefits.

g. All personnel participating in the command's Health Promotion Program shall:

(1) Be familiar with the provisions of this directive.

(2) Wear personal protective equipment as appropriate for their activity as prescribed in reference (f). Each individual is ultimately responsible for his or her own lifestyle choices. Assistance should be requested from the Health Promotion Program Coordinator or committee representative as needed to achieve overall wellness.



D. A. HILAND

Distribution: (NAVENVLR.HLTHCENINST 5215. 1Q)

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The Physical Activity Readiness Questionnaire (PAR-Q)

Becoming more active is very safe for most people, but if you're in doubt, please complete the questionnaire below. Some people should check with their health care provider before they start becoming much more physically active. Start by answering the seven questions below. If you are between the ages of 15 and 69, the PAR-Q will tell you if you should check with your health care provider before you start. If you are over 69 years of age, and are not currently very active, definitely check with your health care provider first.

1. Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by a doctor?
2. Do you feel pain in your chest when you do physical activity?
3. In the past month, have you had chest pain when you were not doing physical activity?
4. Do you lose your balance because of dizziness or do you ever lose consciousness?
5. Do you have a bone or joint problem that could be made worse by a change in your physical activity?
6. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?
7. Do you know of any other reason why you should not do physical activity?

If you answered YES to one or more questions, talk with your health care provider before you start becoming much more physically active.

If you answered NO to all questions, you can be reasonably sure that you can start becoming more physically active right now. Be sure to start slowly and progress gradually - this is the safest and easiest way to go.

Delay becoming much more active if:

- You are not feeling well because of a temporary illness such as a cold or a fever - wait until you feel better; or
- You are or may be pregnant - talk to your health care provider before you start becoming much more active.

Note: If your health changes so that you then answer YES to any of the above questions, ask for advice from your fitness or health professional.

Reference: Public Health Agency of Canada

<http://www.phac-aspc.gc.ca/pau-uap/fitness/questionnaire.html>

Enclosure (1)